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7 April 1953

MEMORANDUM FOR: The Secretary, Office of General Services
Career Service Board

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ATTENTION: 

FROM: Executive Secretary, CIA Career Service Board

SUBJECT: a) Material for Career Service Reference Books (para 2)
b) The Executive Secretary's Quarterly Report (para 3)

1. "Career Service Reference Books" are maintained by the Executive Secretary for the members of the CIA Career Service Board in order to inform them of the current status of the Career Service Program in each component of the Agency. These Reference Books are distributed as follows:

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2. Following is a list of reports or documents from your Career Service Board presently contained in the Reference Books covering the period since 15 December 1952. This list is sent to you so that you will know what material is available to the members of the CIA Career Service Board.

Monthly Report - 16 January through 15 March 1953
Monthly Report - 16 December 1952 through 15 January 1953

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3. There is also attached a rough draft of that part of the Executive Secretary's Quarterly Report to the CIA Career Service Board that is a summary of the activities of your Career Service Board for the period 15 December 1952 to 15 March 1953. This is furnished to you for your information and for comment as to its factual accuracy. Should there be any errors of fact, please let us know by Noon on Monday, 13 April. If we do not hear from you by the above time, we will assume that this meets with your approval. It will, therefore, be included in the Executive Secretary's forthcoming Quarterly Report.

4. It should be noted that whereas the material listed in paragraph 2 is available only to the members of the CIA Career Service Board, the report of the Executive Secretary referred to in paragraph 3 will be distributed to all component Career Service Boards.



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Attachment

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